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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 6 December 1956

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report #49

I. COMPLETED PROJECTS1. Five Per Cent Training Policy

Ten formal courses by the offices of Logistics, Security and the Comptroller and the Medical Office were approved.

2. Annex G, War Training Annex to CIA Global War Plan

This Annex has been completed and forwarded to the Special Planning Assistant, DD/S for coordination with PPCS, of the DD/P.

3. OTR Location in New Building

A narrative of the suggested physical locations of OTR elements the new building was forwarded to the DD/S Liaison Officer.

4. Space Directive "D"

Preparation of these forms for the architectural firm required a resurvey of the OTR space requirements in the new building inasmuch as the total allocation had been reduced by about five thousand square feet. From this directive the architects will prepare floor plans to be reviewed by School and Staff Chiefs.

5. Formulation of detailed curriculum for IO was initiated, in accordance with agreed changes in course.

II. NEW PROJECTS

1. Staff study on the total effect of the 5% Training Policy.

2. Completed a restatement of the OTR position on its proposal of 5 April 1955 to organize an Action Operations Unit at [REDACTED]. This draft was prepared in response to a conclusion reached by the DCI that there should be established a reserve of specially experienced personnel to be used in emergency situations. The deadline for DD/S response to the DCI is 15 December.

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JOB NO. [REDACTED] FID NO. [REDACTED] DOC NO. 3 NO CHANGE
IN CLASS [REDACTED] DEC 11 1956
NEXT REV [REDACTED] 09
NO. [REDACTED] 4
REV CLASS C
13-12-77
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III. PROJECTS IN PROCESS

1. 5% Training Policy

Presently under review are requests for approval of:

- a. Five job training courses conducted by FBID/00.
- b. Eleven job training courses conducted by DD/S components.

2. Training Requirements for the Clandestine Services - Forms being revised, other components have been asked for modifications necessary to their sections.

3. OTR Regulation, "Publications" - First draft prepared.

4. OTR Regulation, "Review of Non-OTR Training."

IV. MEETINGS ATTENDED

1. CSTC, 4 December 1956

a. The committee discussed the action being taken by the CI Staff to prepare new instructions relative to cryptonyms and pseudonyms which will restrict their use in cables and dispatches. It is likely that will be revised to reflect the new policy.

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2. Support Planning Committee Meeting

V. PUBLICATIONS

1. OTR Catalog

Headquarters Catalogs 100-1 and 101-1; estimated distribution date, 15 to 25 December.

2. OTR Bulletin

a. Issue 21 December, General edition only; estimated distribution date, 7-10 December.

b. Chiefs of Schools and Staffs are requested to inform staff meeting members that news items, course announcements, articles, and other materials for inclusion in the January issue must reach the Editor on or about the deadline of 15 December.

c. Direct distribution to graduating students of OTR courses: November, 124 copies. It is presumed that in December this figure will quadruple. Also, during November, requests were received from six Agency components for full sets of Bulletins issued thus far (six editions).

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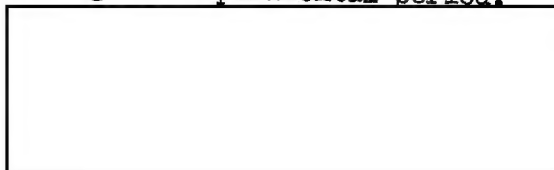
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d. The Bulletin now is prepared to serve all Chief Instructors of OTR in respect to the inclusion of course schedules, formerly hand-processed and distributed. (Memorandum to Chiefs of Staffs and Schools, from C/PPS/TR, subject: Materials for Inclusion in Monthly OTR Bulletin - Course Schedules).

Instructors now are guaranteed that their course schedules will receive the attention of approximately 900 DDI, DDS, and DDP Agency supervisors responsible for the placement of personnel in training courses (General edition), or 200 supervisors throughout the DDP (Clandestine Services edition - DDP distribution only). In emergencies, when copy cannot be prepared in time for the monthly Bulletin issue, the Special Bulletin will be issued and distributed to Agency Training Officers concerned.

This Service, first provided exclusively to the Language and Area School, and originally requested by DDI Training Officers interested in bringing to the attention of DDI supervisors the content of course schedules, has proved productive in informing and motivating Agency supervisors during the experimental period.



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